

# Sample Renewal Survey: Level 1



rev. 2.9.2026

## Level 1 Final Renewal Sample Survey

### 1. Open Renewal Survey

Click *Application* under the renewal you would like to complete. This will only become available when your renewal window opens.

The screenshot shows the International Coaching Federation (ICF) dashboard. On the left is a navigation menu with options like Dashboard, My Activities, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Performance Evaluations, Sample, Sample II, Test, Sample II Application, My Accredited Program, CE Provider, Staff Roster, and Invoices. The main content area displays the user's profile (International Coaching Federation, ID: 28557) and a list of organizations. Two organizations are shown: 'Sample' and 'Sample'. Each organization has a 'Level 3 Renewal' and a 'Level 2 Renewal' card. The 'Sample' organization's Level 3 Renewal card shows: Status: In Progress, Start Date: 02/09/2026, Submitted: Not Submitted, Due Date: 07/31/2030. The Level 2 Renewal card shows: Status: In Progress, Start Date: 02/09/2026, Submitted: Not Submitted, Due Date: 07/31/2030. Both cards have 'Application' buttons.

### 2. View application summary

The application summary is an overview of the requirements you will need to complete before submitting your final renewal survey. Click "Start Now" on any of the requirements to begin. Requirements can be completed in any order.

The screenshot shows the 'Level 1 Renewal' application summary page. It displays application details: Application For: Sample Application, Status: In Progress, Started: 02/09/2026, Due: 07/31/2030. Below this is a 'Continue Renewal' button. The 'Requirements' section lists five items, each with a 'Start Now' button: Course List (Enter your course information), Credentialed Faculty (Enter faculty and credential information), Cohort Participants (Enter contact information for your recent cohort), Performance Evaluations (Submit your program's performance evaluation recordings), and Submit Renewal (Submitting your Renewal will include: Statements of Agreement, Compliance and Limitations, Application Fee). A 'Submit Renewal' button is located at the bottom of the Submit Renewal requirement card.

# Sample Level 1 Final Renewal Survey

## 3. Update Course Information

Review your course information and make any changes needed. Once you have completed updating your course information, click "Complete Course List".

**International Coaching Federation** Switch View

### Level 1 Renewal

Application For: Sample Application  
 Status: ● In Progress  
 Started: 02/09/2026  
 Due: 07/31/2030

**Course List**  
 Enter information for each of the courses in your program. Your program must meet the following requirements:

- At least 50% of all education must be delivered in synchronous activities and 80% focused on the ICF Core Competencies. The remaining 50% of the education and education hours can be delivered asynchronously and remaining 20% focused on subjects not directly related to the ICF Core Competencies.
- Contact hours: Clock hours spent in synchronous (real-time) interactions between faculty and participants. This may include time spent in direct instruction, real-time discussions, observation and feedback or practice coaching sessions, and mentoring participants.
- Homework/Independent study: Clock hours spent outside of real-time interaction between faculty and participants (asynchronous). These may include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

*Enter your program courses*

**Verification Required**  
 You will need to mark the course list as complete to submit your application.  
[Complete Course List](#)

**Summary**

<b>Core Competency</b> 10.00 hours 83% Core Competency 80% of all education must be focused on the ICF Core Competencies.	<b>Resource Development</b> 2.00 hours	<b>Synchronous</b> 10.00 hours 83% Synchronous At least 50% of all education must be delivered in synchronous activities.	<b>Asynchronous</b> 2.00 hours
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**Program Courses** + Add Course

<b>Sample</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">Edit Course</a> <a href="#">Remove</a>
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**Courses Not in Program**

10 Entries Per Page Search:

<b>Sample</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">+ Add to Program</a>
<b>Sample</b> Total: 11.00 hours	Synchronous: 10.00 hours Asynchronous: 1.00 hour	Core Competency: 10.00 hours Resource Development: 1.00 hour	<a href="#">+ Add to Program</a>
<b>Sample</b> Total: 11.00 hours	Synchronous: 10.00 hours Asynchronous: 1.00 hour	Core Competency: 10.00 hours Resource Development: 1.00 hour	<a href="#">+ Add to Program</a>
<b>Test</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">+ Add to Program</a>

Showing 1 to 4 of 4 entries

**International Coaching Federation**  
 2365 Harrodsburg Rd  
 Suite A325  
 Lexington, KY 40504  
 coachingfederation.org

# Sample Level 1 Final Renewal Survey

## 4. Enter faculty information

Review faculty information. Add, edit, or remove faculty as needed. Click "Complete Credentialed Faculty List" when done.

The screenshot displays the ICF Level 1 Renewal application interface. On the left is a navigation sidebar with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Performance Evaluations, Sample, Test, Sample II Application, My Accredited Program, CE Provider, Staff Roster, and Invoices. The main content area is titled "Level 1 Renewal" and shows application details: Application For: Sample Application, Status: In Progress, Started: 02/08/2026, Due: 07/31/2030. Below this is a "Credentialed Faculty" section with a "Pending Faculty" icon and a list of roles and their requirements: Director of Education (1 PCC or MCC Required), Instructor - Coach Specific Education (1 ACC or MCC or PCC Required), Instructor - Resource Development (0 Req), Observer (1 ACC or MCC or PCC Required), Mentor (1 ACC or MCC or PCC Required), and Performance Evaluation Reviewer (1 PCC or MCC Required). A yellow "Verification Required" banner states: "You will need to mark the credentialed faculty list as complete to submit your application." with a "Complete Credentialed Faculty List" button. At the bottom, the International Coaching Federation contact information is provided: 2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, along with social media icons for Facebook, X, LinkedIn, Instagram, and YouTube.

# Sample Level 1 Final Renewal Survey

## 5. Add cohort information

Indicate the total number of students who participated in your most recent cohort. You will be asked to share the number enrolled, partially completed, fully completed, and graduated.

The screenshot shows the 'Level 1 Renewal' application page for the International Coaching Federation. On the left is a navigation sidebar with the ICF logo and various menu items. The main content area displays application details for a 'Sample Application' in progress, with a due date of 07/31/2030. A 'Cohort Participants' section is highlighted, containing a 'Pending Participants' box with a lock icon and a 'Start Now' button. Below this is a text box with instructions and a 'Start Now' button. The footer includes the ICF contact information and social media links.

**International Coaching Federation**

Application For: Sample Application  
Status: **In Progress**  
Started: 02/09/2026  
Due: 07/31/2030

**Level 1 Renewal**

0 Checklist

**Cohort Participants**

Pending Participants  
Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF.

To get started with this requirement, please indicate the number of students, and if you have authorization from the cohorts to disclose their names and email addresses to ICF Coaching Education.

**Start Now**

**Start Now**

**International Coaching Federation**  
2385 Harrodsburg Rd  
Suite A325  
Lexington, KY 40504  
coachingfederation.org

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# Sample Level 1 Final Renewal Survey

## 6. Add student roster

As part of the accreditation process, we require organizations to provide student data for those students who have opted in to sharing their information with ICF in accordance with the General Data Protection Regulation (GDPR) process. Using the template provided, upload a list of students who have opted in to this process.

The screenshot displays the ICF Level 1 Renewal application interface. On the left is a navigation sidebar with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Performance Evaluations, Sample, Sample I, Sample II, Test, Sample I Application, My Accredited Program, CF Provider, Staff Roster, and Invoices. The main content area is titled "Level 1 Renewal" and shows application details: Application For: Sample Application, Status: In Progress, Started: 02/09/2026, Due: 07/31/2030. A "Cohort Participants" section indicates pending participants and requests a roster upload. Below this is a "Request for GDPR-Compliant Student Data Submission" section with a table showing participant counts by category: Enrolled (10), Partially Completed (0), Fully Completed (10), and Graduated (10). It includes a "Request for GDPR-Compliant Student Data Submission" section with four requirements: 1. Opt-In Consent, 2. Data Scope, 3. Consent Documentation, and 4. Data Security & Privacy. A "Participant List" table shows one entry for John Smith, with enrollment and completion dates, and email address. The interface includes navigation buttons like "Upload List", "Add Participant", and "Checklist".

**Level 1 Renewal**

Application For: Sample Application  
Status: In Progress  
Started: 02/09/2026  
Due: 07/31/2030

**Cohort Participants**  
Pending Participants: Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF.

**Cohort Participants**  
Number of participants from the last graduating cohort by category:

Enrolled	Partially Completed	Fully Completed	Graduated
10	0	10	10

You have indicated that you DO possess authorization from the cohorts to disclose their names and email addresses.

**Request for GDPR-Compliant Student Data Submission**  
As part of the accreditation process, we require organizations to provide student data for those students who have explicitly opted in to sharing their information with us, in accordance with the General Data Protection Regulation (GDPR). Please click here to learn more and download instructions for providing participant information in accordance with GDPR.

**Student Data Submission Requirements**

- Opt-In Consent:** Please ensure that any student data you submit is only for those students who have given explicit, informed consent for their data to be shared with ICF. This consent must be in line with the processes outlined in your GDPR-compliant consent procedures. [Student Opt-In Document](#)
- Data Scope:** The data submitted should include only relevant information necessary for the accreditation process, such as names, emails, enrollment and program completion dates. No additional or sensitive personal data should be provided.
- Consent Documentation:** By submitting this data, you confirm that the appropriate consent has been obtained from each student. Please ensure that you have adequate records of each student's opt-in consent, in case further verification is required.
- Data Security & Privacy:** The student data must be submitted in a secure format, in line with GDPR requirements. We are committed to maintaining the highest level of data protection and privacy, and the information will only be used for accreditation and verification purposes. Data shared with ICF will be stored for a total of two (2) years.

Please upload a contact list of participants from your most recent graduating cohort, categorizing their enrollment status as: Enrolled, Partially Completed, Fully Completed, or Graduated. Please confirm the file format matches the sample file and the file type is CSV. Date fields should use this format: MM/DD/YYYY. Or, you may enter participants separately. The file must be a CSV file in the [provided template](#) format.

[Upload List](#) [Add Participant](#)

**Participant List**

10 Entries Per Page Search:

<b>Smith, John</b> Enrollment Date: 01/01/2024 Completion Date: 01/01/2025 Email: johnsmith@test.com Enrollment Status: 1/1/2023
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Showing 1 to 1 of 1 entry

International Coaching Federation  
2365 Horrodsburg Rd  
Suite A325  
Lexington, KY 40504  
coachingfederation.org  
[f](#) [x](#) [in](#) [@](#) [v](#) [y](#)

# Sample Level 1 Final Renewal Survey

## 7. Upload Performance Evaluation

Describe your process for performance evaluations and upload an example of a passing recording. You will need to include a transcript with timestamps as set forth in the performance evaluation guidelines. If your recording is not in one of the languages in the drop-down menu, you will be prompted to add an English transcript.

The screenshot shows the 'Level 1 Renewal' interface for the International Coaching Federation. On the left is a navigation menu with options like 'Dashboard', 'Registered Programs', 'My Accredited Program', 'Sample Application', 'Program Information', 'Application Summary', 'Course List', 'Credentialed Faculty', 'Cohort Participants', 'Performance Evaluations', 'Sample', 'Test', 'Sample I1 Application', 'My Accredited Program', 'CE Provider', 'Staff Roster', and 'Invoices'. The main content area is titled 'Level 1 Renewal' and shows application details: 'Application For: Sample Application', 'Status: In Progress', 'Started: 02/09/2026', and 'Due: 07/31/2030'. Below this is a 'Performance Evaluations' section with a 'Pending Information' box asking to 'Enter performance evaluation information'. The main form is titled 'Performance Evaluation' and contains a 'Describe Process:' text area, a 'Recording:' section with a 'Browse...' button and 'No file selected.' text, a 'Language:' dropdown menu with 'Please select' text, and a 'Transcript:' section with a 'Browse...' button and 'No file selected.' text. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer of the page includes the ICF logo, address (2365 Horrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), and social media icons.

## 8. Agree to Statement of Agreement, Compliance & Limitations

Review the information provided and agree to the terms by clicking the checkbox.

The screenshot shows the 'Level 1 Renewal' interface for the International Coaching Federation, specifically the 'Statements of Agreement, Compliance and Limitations' section. The navigation menu on the left is the same as in the previous screenshot. The main content area shows application details: 'Application For: Sample Application', 'Status: In Progress', 'Started: 02/09/2026', and 'Due: 07/31/2030'. Below this is a 'Statements of Agreement, Compliance and Limitations' section with a pink banner that says 'Scroll to bottom of attestation text to enable confirmation checkbox.' The main text area contains a paragraph: 'As a condition of submission of this application for organization accreditation/approval, we hereby acknowledge and agree to the following binding terms and conditions:' followed by a numbered list of 9 terms. At the bottom of the text area is a checkbox labeled 'By Checking This Box, We Consent.' At the bottom right of the form are 'Next' and 'Cancel' buttons. The footer of the page includes the ICF logo, address (2365 Horrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), and social media icons.

**9. Submit survey and complete payment**

*After all requirements have been completed, you will be prompted to submit the final renewal survey and complete payment. Once payment is submitted, the final renewal survey will be added to the queue for review.*



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